

RMGB Incident Business Committee
Fall Meeting
Cheyenne, WY
October 17-18, 2006

<input checked="" type="checkbox"/> Lynda Berckefeldt, Chair	<input checked="" type="checkbox"/> Tina Ledger, Great Basin FS
<input checked="" type="checkbox"/> Jane Martinez, Utah State	<input type="checkbox"/> Christine Peters, NPS
<input checked="" type="checkbox"/> Brenda Even, South Dakota State	<input type="checkbox"/> Sue Huston, Contracting SME
<input checked="" type="checkbox"/> Janell Ray, Colorado State	<input type="checkbox"/> Diana Patera, BUYT Coord, CO SME
<input type="checkbox"/> Jim Newton, Idaho State	<input type="checkbox"/> Jill Bogdanovich, Dispatch SME
<input checked="" type="checkbox"/> Jennifer Byers, Nevada State	<input type="checkbox"/> Vacant, Great Basin Operations
<input checked="" type="checkbox"/> Carol Salo, Great Basin BLM	<input checked="" type="checkbox"/> Kathy Riebe, Recorder
<input checked="" type="checkbox"/> Dave Johnson, Rocky Mountain BLM	<input type="checkbox"/> Ray Weidenhaft, Rocky Mountain CG
<input checked="" type="checkbox"/> Sue Muir-Bradshaw, Rocky Mountain FS	<input type="checkbox"/> Sheldon Wimmer, Great Basin CG

TASKS:

- ❑ Tentatively All Drafts of Chapters due January 19, 2007. Finals due February 13, 2007.
- ❑ Chapter 10: Jane, Tina and Lynda
- ❑ Chapter 20: Carol Salo and Task Group
- ❑ Chapter 40: Suzi will send draft of chapter to Buying Teams and Committee members to send in their comments of changes needed.
- ❑ Chapter 50: Each State responsible. Email to Jim Newton by January 15, 2007 to consolidate
- ❑ Chapter 80: Suzi, Janell and Lynda
- ❑ **For Next Conference Call.** Need Jim and Debbie to get information out to the Committee on how R1 has been implementing EaTis. Lessons Learned, communication plan, etc.
- ❑ D&D Show-Janell and Suzi. Lynda will email last years to them. Due by March 15, 2007.
- ❑ Mob Guide Update:
 - Buying Team (20 & 60)- Suzi (RM) & Jennifer(GB)
 - Equipment and Supplies- Lynda (RM) & Sue Huston/Steve Waters (GB)
 - Interagency Agreements- ALL Reps

Spring Meeting: Tentatively week of January 30 & 31, 2007, Las Vegas
Jennifer will coordinate.

October 17, 2006

Dave Johnson-BLM-WY

Bernita Cowboy-ill and unable to attend

CHARTER:

- ❑ Need to stick with the rotation for the Chair position.
- ❑ Need letters for approval of New for Ops, Logistics, BIA, F&W, & BLM-WY positions.
- ❑ There may be Representatives for Kansas and Nebraska.
- ❑ Need to send a letter to the Coordinating Group for Rep from F&W,
- ❑ **Recommended Names for opened committee positions:**
 - Dave Clement RM Ops Rep. 303-236-5791 same address as Suzi
 - Tracy Dunford no longer GB Ops Representative. Shane Freeman would be willing to take the position.

BUYING TEAM:

- ❑ Diana Petera- being moved over to ROSS. Suzi stated that What ever Diana was responsible for it will be done.
- ❑ Carol- would like someone identified for Buying Team Coordinator. There is a lot going on. Region 2 Forest Service is reorganization and there is a lot going on right now with the Forest Service.
- ❑ Do we need to do a letter to the acquisition management for the Buying Team Coordinator position? No. We need to come up with a white paper and submit it to the Coordinating Groups with a tasking document to identify of the roles and responsibilities. And send to all fed agencies for nominations.
- ❑ FS-WO wants to fill the Buying Team Coordinator position.
- ❑ There will be only one Type 1 Buying Team per region.
- ❑ There are eight team members leaving this year

Jamie, R2 Director of Acquisition, wants to get Contract Officers out on fires.

ADDITIONS TO AGENDA:

- ❑ Billing Issues
- ❑ WY Governor backing training/ed.
- ❑ FS News
- ❑ Review White Pages of the Interagency Incident Business Handbook
- ❑ DAY FIRE

SUPPLEMENTS:

Tentatively All Drafts of Chapters due January 19, 2007. Finals due February 13, 2007.

- ❑ Chapter 10: Jane, Tina and Lynda
- ❑ Chapter 20: Carol Salo and Task Group
 - Task Group need to have a Finance, Procurement, FS-R2-CO, FS-R4-CO, Equipment Specialist, and Buying Team Leader/members.
 - Suzi will notify committee who will be FS-R2 CO by October 27, 2006.
 - Carol will send letters to individuals on the Task Group.

- Need to get documentation on process used to come up with rates and who were the contacts from Diana or Kermit.
- Any national rates need to be adopted.
- Evaluation requirements need to be place
- Changes:
 - Generator wording
- Chapter 40:
 - Need to get evaluations on Buying Team from Diana.
 - Suzi will send draft of chapter to Buying Teams and Committee members to send in their comments of changes needed.
- Chapter 50:
 - Each State responsible. If there are issues, email to respectable state.
 - The issues of State resources on Federal incidents need to be addressed.
 - Provide better information in supplements for IMTs when resources are in or out of their area.
 - Need to put index under each State section.
 - Email to Jim Newton by January 15, 2007 to consolidate.
- Chapter 80:
 - Use National Rates.
 - Suzi, Janell and Lynda
- Chapter 90:
 - FEMA will move under this chapter.
 - Nothing to do at this time.

RMGB 2007 Planned Accomplishments: When thought Action Items and assigned individuals to each.

- Engine, Tender, & Bus Contract: Sue, Dave, R2, & Steve Waters. Need to be consistent with national standards.
- Educate personnel on incident business, terms of the contracts, dispatch information, etc. at the following meetings: FS Fire Staff Officers Meetings, Dispatch Workshop, RMGB Type I & II Team Meetings.
- IBA Training Session in March 27-28, 2007. Need to host Beta Test.
- National Buying Team Meeting Feb. 5, 2006. Can do Breakout during meeting. Chair needs to send out nomination letter for recruiting members to committee to send out. By November 15th back to coordinator.
- D&D Show-Janell and Suzi. Lynda will email last years to them. Due by March 15, 2007.
- Mob Guide Update:
 - Buying Team (20 & 60)- Suzi (RM) & Jennifer(GB)
 - Equipment and Supplies- Lynda (RM) & Sue Huston/Steve Waters (GB)
 - Interagency Agreements- ALL Reps
- Provide input and instructors to are training-All
- Basic Fire Acquisition Support Training will be looked at during the Spring Meeting.

TRAINING:

- ❑ I-Suite Training: April 16-20, May 14-18 (Boise), Rapid City, SD (full week)
- ❑ S-360: March Boise
- ❑ S-460: January 22-26, 2007
- ❑ M-410: Facilitator Instructor, April 16-20 Boise, January (Cody)

EaTis Update and Implementation Plan:

- ❑ FS- Goal for re-engineering of contract database.
- ❑ Had to come up with method to compete equipment.
- ❑ Not sure how stable the program is until IV&V is complete. Should know by next week.
- ❑ Plan is for Eatis to download into ROSS. ROSS downloads into I-Suite. Data goes to the repository and then flows into ASC for payment.
- ❑ Aviation resources will have the biggest impact.
- ❑ Looking at February pilot. Three year phase in plan.
- ❑ R1 found out that there is a lack of participation from vendors.
- ❑ EaTis has an on demand training.
- ❑ Multiple evaluations for contract. Could it be possible to add in administrative review on evaluations?
- ❑ Need to make a point to get paperwork from contractors. Not on shift plan if don't receive.
- ❑ **For Next Conference Call. Need Jim and Debbie to get information out to the Committee on how R1 has been implementing EaTis. Lessons Learned, communication plan, etc.**

Hiring EMTs with Kits:

- ❑ IMTs want standards on this issue.
- ❑ What types of kits are needed?
- ❑ There is a national committee looking at this issue. Safety and Health and a Medical Standards Committee.
- ❑ **Committee write letter to CG asking them to resolve issue with type of kit needed.**
- ❑ **Suzi will print off and email message from R6 on costs for kits, accessories, and ambulances.**

Helitack & Office Trailer Standardization:

- ❑ Standardization on size, equipment, generator, air, heat, etc.
- ❑ Write letter to Rich Rusk to establish standard for all trailers.

Fire Season Issues:

- ❑ Jane- Memo on voucher Difference Statement of September 18, 2006. This is an issue between R4 and State of Utah. Need to send letter to Regional Director or Tina.

October 18, 2006

FIRE SEASON ISSUES:

- ❑ Days Off-
 - Big question this year for Tina.
 - Don't pay for days off on contractors.

- There was management decisions made in order to hold resources. (Rattlesnake/Tripod)
- Muir-National contracts not sure if days off were written into the contracts. Need to look at them to see. Need to revisit 14 day extensions and letters. Who approves what for extensions? GMAC wanted on everyone. Process is set up and MACs have authority to
- ❑ Pilot duty days vs. flight hours. Aviation Group is looking into this issue.
- ❑ ROSS & Multi Incidents-Tip on how to help issue next year. Need to know what worked and what didn't for teams. (Tina will check to see if there are any teams that had process that work for them.)
- ❑ I-SUITE- how crews are entered in is causing cost to be elevated. (each member is showing \$20,000 instead of \$20,000 for crew). **Take what is on website and add to D&D Show)**
- ❑ Distribution of Pay Documents (State, Fed, Coop, etc.) **D&D Show**
- ❑ Recommend to IMTs to do partial payment on packages at transition. **Recommendation needs to be added to ops guidelines/supplements.**
- ❑ Required Finance Positions and the training required.
 - None in the 310-1 because it is not a safety.
 - 5109.17 is out for comment.
 - **Need to issue white paper to Coordinating Group on the issue and the importance of requirements.**
- ❑ Confusion between Federal and State emergency hire. **D&D Show**
- ❑ Fuel Tickets-
 - Do background work for fuel tenders to use credit cards.
 - RMGB can use as pilot to see if it will work.
 - Recommend that solicitation include provisions.
 - **Tina will coordinate. Lynda and Brenda will provide information for States.**
- ❑ Payment Packages and Envelops
 - Incomplete packages and IMTs sending envelops in with payments.
 - Depends on how the incident agency wants to handle.
 - The FS is requiring override codes.
 - **D&D Show**
- ❑ State EFF Rates in I-Suite. **Coordination with I-Suite Group. (D&D Show. Let people know that codes aren't in I-Suite.)**
- ❑ Days Off for Contractors. **Make sure that it is added into that it is in provision of the EERAs and in Chapter 20. Task Group will add.**
- ❑ Carol: AD hired as CTSP has been on ten fires and has been taking personal computer and taking a copy of database when leaving fires.
- ❑ Incident Replacements and restock.
 - Not understanding the difference between replacement and loss/damage report.
 - **D&D Show-more to replacements then just getting the S#.**
- ❑ **Need to add in Chapter 20 and Mob Guide: "When mobilizing engines within local and geographical areas, agency and cooperator resources will be mobilized before contract resources. National Guard will be mobilized only after all other resources are depleted."**
- ❑ Rental Vehicle Damages & Cleaning
 - How we procure, track, etc. Do one shift ticket for incident or per team if multiple teams. **Recommend that put vehicle rentals on BPAs instead**

EERAs. Chapter 20 & 40 Recommend that vehicle inspection and shift ticket done at transition with another team. (D&D Show)

- ❑ Cost Review and Containment: Tina will give an update on next conference call.
- ❑ Buses:
 - Coaches are point to point and don't need to be on EERA.
 - Carol will coordinate with Sue Huston and R2-CO.
- ❑ Buying teams are carrying Service & Supply Plans with them when their mobbed and not going through correct channels for hiring equipment.
- ❑ AD Wages & SS Benefits. Wages earned as an AD do count towards the maximum allowable earned before reduction is applied. Mary Ann will recommend language added to the 2007 AD Pay Plan in Chapter 10.
- ❑ Platypus Computers are paid on a monthly basis.
 - ACTION: Notify Incident Agency that there is a cost benefit to holding on to computers for the for the full 30 day period. Put in Chapter 40.

HEADS UP INFORMATION:

- ❑ Day Fire: (Suzi)
 - Server was stolen from motel room with individuals social security numbers on the server.
 - There was no backup on a different drive and all info was lost.
 - FBI and ISO involved.
 - May need to check the process on how backups are handled.
 - Suzi will give an update on the next conference call.
- ❑ Outreach Program that is being proposed to the WY Governor. (Handout)
 - State agencies for example law enforcement, motor pool, finance personnel.
 - This could be a way to get more individuals to assist in fires.
- ❑ Revision of white pages in handbook. FEMA will be going under Chapter 90.
- ❑ Lowboys:
 - Need to make sure there is efficient utilization.
 - Need to make sure that in the agreement that it is stated that it is released unless it is in writing that it is being held.
 - Add into supplement and make sure Dispatch understands.
 - Add to D&D Show.
- ❑ Everyone take the opportunity to look at and make comments.

Suzi will send nomination letter on Buying Team Coordinator and Buying Team Members to Kathy to put on letterhead then send out to committee.

Lynda will work on letters and send out to committee for comment. When finalized she will send on to Coordination Group for signature.

Changes in severity code for BLM. As of October 1, 2006, BLM is going through Fire Code for Severity. FS will never use, but State would for billing purposes.